

CONFIDENTIAL

8 APR 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Personnel Report - Week Ending
31 March 1972**

1. Deductions from CIARDS Annuities for Credit Union and UBLIC:

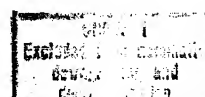
Central Cover Staff approved the letter to be sent to CIARDS annuitants whose annuities are paid by U. S. Treasury check. Central Cover Staff would not agree to any letter being sent to annuitants receiving non-Treasury checks but instead will get the information to these annuitants by way of their case officers or contacts. Retirement Affairs Division is now awaiting minor corrections to the Application for Membership card for the Credit Union and for the listing of those annuitants who are less than age 60 and are presently paying for UBLIC. As soon as these items are received, Retirement Affairs Division will proceed with the bulk mailing operation.

2. Visit to Eglin Air Force Base: [REDACTED]

MMPD visited the Air Force Unit at Eglin AFB, Florida last week for the purpose of conducting classification interviews in connection with a forthcoming revision of all rated officer Air Force Specialty Codes. While there they answered questions relative to any personal/personnel matters.

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3. Consultants: Contract Personnel Division started the annual consultant renewal exercise on 15 March 1972. Forms 503 (Justification for Consultant) on each consultant have been forwarded to the using components for completion. The transmittal memorandum requests that the completed forms be returned to us on or before 15 April 1972. Upon return, the 503's will be set up in "book" format for ultimate approval by the Director.

4. Position Management:

a. A review was conducted of the organizational data and position descriptions available in connection with the review of the Covert Communications Laboratory [REDACTED]

b. Discussions have been held with officials in the automation groups of OCS, NPIC, CRS and ISD in connection with the development of qualification standards, training programs, and a career development plan for employees engaged in the professional aspects of automation activities.

5. Suggestion Awards Program: The Suggestion Awards Committee on 29 March recommended approval of awards for seven individuals totaling \$2,145 and one award to two individuals for \$1,000 (\$500.00 each).

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6. Change in Health Insurance Claims Forms: The GEHA and [REDACTED] health insurance claims forms have been revised. The significance of this revision is that information on the old forms which required classification has been removed. Furthermore, the re-designing makes them appear as if they were non-governmental insurance claims forms. The forms can be removed from Agency premises which should facilitate completion by employees. The new GEHA claims form has been printed and is in use. The new [REDACTED] form is expected off the press in the next few days.

7. Good Friday Services: One hundred thirty-seven individuals attended Protestant services and 240 individuals attended Catholic services. Letters of appreciation are being prepared to Pastor Nies and Father Klaes.

8. Statistical Reporting: The Deputy Chief/SRB met with Mr. Colby at my request to explain the format and codes used in the "Age and Grade Distribution Report" as of 31 December 1971. Mr. Colby requested a one-page summary tabulation reflecting the total number of all employees and the total number of male GS employees, their average age and average grade by career service. He also requested that a report package be made which would show the number of positions by grade for each career service

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group as a 100% bar for June 1966, 1969, 1971 and a projection for 1973. The charts and tabulations have been prepared except for the projection and will be sent to Mr. Colby to determine whether the format is satisfactory for his use.

9. Recruitment:

a. We have 22 complete applicant cases (with six more pending) for consideration by Clerical Staffing Branch for the Upward Mobility Program.

b. The Recruitment Division has now received from the Army Reserve Center a machine run of all black officers and enlisted men with one or more college degrees who have been released from active duty within the last two years. Initially, we plan to write to 50 of them inviting them to apply.

10. Summer Intern Program:

a. The score card on the area studies Summer Intern Program shows 16 new students in process, with four returning from last summer. In the scientific and technical program, six new students are in process for NPIC, with 12 returning from last year. Office of Computer Services has one new summer intern in process under the scientific program.

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Central Reference Service has joined the Summer Intern Program on an experimental basis with one student who will work on a special research project.

b. Printing Services Division has expressed strong interest in joining the co-op program starting with four students a year.

25X1A [REDACTED] will meet with Logistics personnel next week to work out the details.

c. North Carolina Agriculture and Technical State University verified that it had liberal arts co-op students interested in photo interpretation. 25X1A [REDACTED] will interview the students in Greensboro on 12 April. This may be a breakthrough in recruiting black co-op students.

25X1A /s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:

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OD/Pers [REDACTED] :dpm (3 Apr 72)